

United States District Court
Western District of Oklahoma

**INSTRUCTIONS
FOR GETTING STARTED WITH THE COURT ANNEXED ARBITRATION PROGRAM**

[Reference LCvR16.3, Supp. § 5.1 et seq.]

HOW Cases Are Selected and Referred for Arbitration Hearing

- **Status/Scheduling Conferences and Status Reports:** Counsel and parties confer prior to the conference and select an early dispute resolution process for the particular case, if appropriate. If non-binding arbitration is the ADR method selected, then counsel so state in the joint status report and further discussions concerning the best timing for scheduling a hearing may occur at the status conference or after with the ADR Program Administrator. A “no later than” date is usually made a part of the Court’s Scheduling Order and the case is referred to arbitration
- The **Consent to Non-Binding Arbitration** is signed and filed by counsel.

HOW The Arbitrator is Selected and Appointed

- A List of the Panel of Arbitrators is available through the ADR Administrator. It is soon to be available on the Court’s **website at www.okwd.uscourts.gov**.
- Counsel have typically utilized the arbitrator selection process set forth in the Rules of Practice for Arbitration in the Supplement to the Local Rules by receiving a random list of ten arbitrators sent by the ADR staff, working with opposing counsel to complete the **Arbitrator Ranking List**, filing it and giving the ADR staff their available dates, then receiving an Order appointing the arbitrator and setting the hearing within the time frame of the scheduling order.
- Alternatively, if counsel agree on an arbitrator, counsel make the arrangements with the arbitrator, complete the **Selection and Arrangements** form then file it with the Court.
- **The proposed Order Appointing the Arbitrator form** should be completed contemporaneously with filing the agreed selection/arrangements and submitted to the e-mail box of the assigned judge as set forth in the ECF Policy Manual.
- **The Arbitration Hearing Date may be re-set with the anytime before the completion deadline. Extensions must be sought thereafter through the Court.**

ALL REFERRALS TO NON-BINDING ARBITRATION ARE PURSUANT TO COURT ORDER and MAY NOT BE CANCELLED WITHOUT PERMISSION OF THE COURT.

- **Please review LCvR16.3, Supp. § 5.1 et seq. Court-Annexed Arbitration**, give a copy of the ADR booklet, ***RESOLVING DISPUTES IN FEDERAL COURTS*** as well as a copy of the ***Arbitration Handbook*** to your clients - see website.

Please do not hesitate to call the Court’s ADR Administrator for assistance: (405) 609-5078